

PARKS PLANNING COORDINATOR

Class Definition

Under direction, performs office and field work in landscape planning and design of City-owned parks and other landscaped areas.

Distinguishing Characteristics

Parks Planning Coordinator is a single position class in the Parks, Recreation and Community Services Department. The incumbent plans and designs parks and other recreation and landscaped areas, including beautification of existing facilities, and reviews development proposals for landscape requirements. Duties also include inspecting park construction sites for compliance with established Department plans and policies. The incumbent reports to and receives directions from the Parks Manager.

Typical Tasks

(The incumbent may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.)

Plans and designs parks and recreation areas and other municipally-owned lands with respect to location, landscaping, selection of plant materials, and related development work.

Prepares studies and recommendations concerning the landscaping and beautification needs of the City.

Prepares and analyzes development and maintenance costs for new and existing park and recreation facility improvements.

Contacts and coordinates the efforts of citizen groups relating to parks and recreation capital improvement projects.

Reviews landscape plans and specifications for public right-of-ways.

Prepares construction plans and specifications for various landscape capital improvement program projects and monitors implementation through on-site inspection of work in progress.

Assists in the preparation of grant application and in contract administration.

Performs related duties as required.

Knowledge, Abilities, and Skills

Considerable knowledge of adaptability requirements and use of plants, shrubs, and trees in different landscaping situations.

Considerable knowledge of the principles, techniques, and methods of landscape and irrigation design; and installation and maintenance of landscaped areas.

Knowledge of the principles of land use.

Knowledge of research and planning techniques.

Ability to prepare detailed landscape plans including irrigation design and material requirements and costs.

Ability to speak before community groups and establish sound public relations.

Ability to establish and maintain effective working relationships with other administrative officials, contractors, employees, and the general public.

Ability to write detailed reports and present oral and graphic information.

Ability to design various programs and effectively carry them out.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's Degree in Landscape Architecture, or similar field; and three years of experience in planning and design of parks or other landscaped areas.

Necessary Special Requirement

Possession of a valid California Driver's License at time of appointment.

APPROVED: _____
Director of Personnel

DATE: _____

MR/LC/jl/10/04/91
+698/SPEC9